

Parent-Student Handbook

2021-2022



Ben Hill County Preschool

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Ben Hill County Board of Education website
Ben-hill.k12.ga.us

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WELCOME MESSAGE FROM MRS. JAQUETTA BROWN

*Hello, Hello, Hello!!! We are ready for bright smiles and vibrant personalities to enter our building on July 28th. This year, we will remind ourselves that we are the **B.E.S.T.T.** at Ben Hill County Preschool! We are growing as a school family, and we are excited about the new early learning component joining our facility. To assure students are beyond ready for kindergarten, we have expanded to have a three-year old program. The early learning 3-year old center, along with preschool intervention and prekindergarten, will allow us to do more of **Building Excellent Students Today, for Tomorrow**. We intend to engage and equip our boys and girls with the **BEST** foundation for the future!*

*Last year was a challenge, but with His grace and mercy, we made it through! The challenge only made us stronger to know our capabilities along with the diverse methods to educate children and families. We also learned that face to face instruction, at this level, is the best option for student intellectual growth. The construction crew, our staff, is ready, and we are ready to add to smart brains, continuously, throughout the year. We watch, we learn, and we grow, as we know what's **BEST** with early learning!*

To put your minds at ease, we will continue with our safety measures of sanitizing daily to diffuse germs within the building. We will also limit persons within the building and around your children for safety purposes. We want our students to continue learning and to continue the lovely, joyous process of learning in a safe manner. We are geared up and ready to offer this building experience to students. Our staff will put on construction gear and prepare to build and mold smart brains! We will keep masks on standby, have soap & sanitizer ready, and spray disinfectant daily to start the year! We are grateful that you are entrusting us with your children. We will do our utmost duty to maintain a clean, safe environment for boys and girls to learn productively. We never know what each day may hold, but we aim to be ready to meet the needs of boys and girls. We yearn to see each of our students develop throughout this school year as we provide a fun, rigorous form of instruction daily. We will work safely, but we still plan to have fun in the process!!

The construction crew is ready to suit up to enhance little minds! Our goal, along with parent/family support, is to work diligently and watch in anticipation...to see the preschoolers develop into well-prepared kindergarteners. It is always exciting to see the development of our boys and girls by the end of the school year. We can and will make changes to see the difference in the lives of children, safely!

*Remember...we are the **B.E.S.T.T.**, and we want children to receive the **B.E.S.T.T** early learning foundation possible as we **Build Excellent Students Today, for Tomorrow!***

Mission

Empowering all students for success

Vision

One community committed to student success every day

Beliefs

In Ben Hill County Schools, **we believe...**

- ...Growth for all students is possible and expected
- ...Success is achieved when all students reach their potential
- ...Students deserve the best of all our efforts and resources
- ...Respectful relationships among all stakeholders create a positive learning experience
- ...Learning requires a commitment from all educators, students, parents, and other stakeholders
- ...“Community” encompasses all of Ben Hill County: its schools, citizens, and resources
- ...All means all!

The Goals for the district will include:

1. Increase stakeholder involvement in Ben Hill County Schools.
2. Communicate effectively about Ben Hill County Schools to all stakeholders.
3. All Ben Hill County Schools students will master the locally identified power standards.
4. Improve the student performance of ALL Ben Hill County Schools’ students in reading by focusing on the growth of ALL students.
5. Ben Hill County Schools will improve student achievement in the area of mathematics.
6. Increase the student and employee attendance rate in Ben Hill County Schools.
7. Ensure that the Five-Year Facility Plan is compatible with current needs and resources.
8. Ensure that the Five-Year Technology Plan is compatible with current needs and resources so that instruction and needs of the Ben Hill County Schools will be supported by adequate digital resources.
9. Implement and support effective Professional Learning Communities (PLCs) in each Ben Hill County Schools facility to ensure Ben Hill County Schools maintain a diverse highly qualified staff.

**2021-2022
Ben Hill PreSchool
Faculty and Staff**

**Preschool Coordinator – Jaquetta T. Brown
Secretary/Bookkeeper – Traci Morgan
Work Based Learning Receptionist – Jada Martin**

HURRICANE ELC Teachers

**Debra Lampkin
Torrie Watson**

HURRICANE ELC Teacher Assistants

**Paige Dorminy
Georgia Johnson**

PRE-K TEACHERS

**Cedric Brown
Deborah L. Brown
Kandace P. Carelock
Ashley Nikki Cobb
Jennifer Giddens
Denise McDonald
Brenda Rowe
Caroline Tucker**

PRE-K TEACHER ASSISTANTS

**Kristy Acree
Gwen Bozeman
Nakia Gaulden
Marissa Holton
Brittany Jackson
LaShonda Lately
Chelsea Mathis
Lyndia Wilcox**

INTERVENTION TEACHERS

**Kristan Pughsley
Trisha Thames
Trisha Turner
Dana Walters**

INTERVENTION ASSISTANTS

**Sam Cone
Catherine Kennedy
Yahari Rodriguez
Dottie Sellers
Melanie Sheppard
Melissa White
Ingrid Whitehead
Debbie Wright**

**Speech – Layne Brock & Sandra Larkin
Evaluation Team - Sandra Larkin and Cheerie Hudson
Cafeteria Staff – Teresa Hill, Jainie Hall, James Paulk
Custodial Staff – Cyлина Ennis and Belinda James**

**BEN HILL PRESCHOOL
PARENT/STUDENT GUIDE
2021-2022**

Requirements for Admission in Pre-K & Preschool Intervention Program

**HURRICANE ELC STUDENTS
(EARLY LEARNING CENTER)**

Children must be three or four years of age on September 1, based on birth certificate documentation.

Children who are four years of age on September 1 of the school year and have late birthdays (June, July or August) or developmental delays (for example, delayed language or social skills or small physical size) which impact their readiness for school may request enrollment in the ELC program, if space is available.

PRE-K STUDENTS

Children must be four or five years of age on September 1, based on birth certificate documentation. Children who are five years of age on September 1 of the school year and have not attended Georgia's PreK Program as four-year-olds, may enroll in the PreK program.

Children who are five years of age on September 1 of the school year and have late birthdays (June, July or August) or developmental delays (for example, delayed language or social skills or small physical size) which impact their readiness for school may enroll in the PreK program at the request of their parents **IF** they did not attend the PreK Program as four years old.

PRESCHOOL INTERVENTION STUDENTS

Special education services are available for students three, four and five years old that meet eligibility requirements. These services require a referral process and a screening to establish eligibility.

Some of the services available are Speech/Language Therapy, Physical Therapy, Occupational Therapy and Direct Instruction.

All students must have on file the following documents:

- Copy of a certified birth certificate
- Copy of adequate/updated immunization certificate
- Copy of the student's social security card
- Certificate of eye, ear, dental, and nutrition screening
- Proof of residency

Enrollment for Hurricane Early Learning Center (ELC)

Enrollment for the ELC program is granted by lottery draw and will be held at a specified, allotted time period prior to the school year. **Space is limited**. The application process is open and nondiscriminatory. Student interest forms are accepted and later a lottery draw will transpire. Once names are drawn through the lottery process, parents have a 3 day time prior to complete online application and submit required paperwork. If online application and paperwork is not submitted by the third day, the student's slot will be given to the next student from the lottery draw. A few slots will be left available for students with developmental delays, recommended by the Preschool Intervention Team. Each lottery drawn name is numbered and the 16 applications are allowed access to complete the ELC online application process. All remaining interest forms are placed on a waiting list based on the lottery draw order. The enrollment of multiple births will be handled as ONE during the lottery draw. Classroom recommendation is NOT allowed for the ELC program. Children must reside within the county to be considered for ELC program. There is no fee.

Stipulations to maintain Hurricane ELC enrollment are as follows:

- Students cannot exceed 5 tardies each semester.
- Students cannot exceed 5 **unexcused** absences for the school year.
- Parents must attend 2 out of the 4 workshops held throughout the school year.
- Parents must attend at least 1 hour of instructional volunteer time at the school with their child throughout the school year.
- Parents must attend December and May parent conferences.

Enrollment for Pre-K

Enrollment for the PreK program is open and nondiscriminatory. Students are accepted to the Grant program on a first come first served basis with a completed online application. Each completed online application is numbered and the 168 applications (or number of slots provided by DECAL) are placed in classes. All remaining applications are placed on a waiting list, reported to DECAL, and used in order when an opening develops in a classroom. The enrollment of siblings/multiple births, etc. are handled on an individual basis with parent input. Children who reside within another county will follow the Ben Hill County's out-of-county attendance policy.

Residency Requirement

Proof of residency should be a part of a child's on-site file prior to or on the first day of school. Examples of proof of residency include: current lease property tax notice, homeowner's insurance bill, mortgage statement, current vehicle registration form, letter from shelter, letter from employer if employer provides housing, any utility bill listing the residency as the service address, and current PeachCare eligibility documents for the child. A cell phone bill or a driver's license is not an acceptable proof of residency. If a student's family is living with someone else, parents should provide a notarized affidavit from the property owner stating where the child's family is residing, plus a copy of the property owner's proof of residency (any items listed above).

PARENTS

Parents are encouraged to actively participate in the pre-school program and maintain open communication between themselves and the pre-school staff. There is a strong connection between the active participation of parents and their child's learning experiences and success in school.

Two designated parent/teacher conferences will be required for parents during the school year. Parents will be provided with a parent/teacher checklist indicating the child's progress and identifying those skill areas that may need additional attention.

There are many community resources available to enhance and supplement the pre-school program and your child's education. Local libraries have a great supply of books that are available for you to read to your child. Please read to your child daily for maximum benefits. Time spent reading to your child and encouraging your child to read will strengthen your child's academic career.

There will be parent meetings scheduled during the school year. Parents are encouraged to attend as many meetings as possible. P.E.T.S. (Parent Empowering Team for School Support) meetings will be held throughout the school year and parents are encouraged to attend to provide support for the school.

PRESCHOOL READINESS GOALS

The school readiness goals of the Ben Hill pre-school program are to provide an appropriate preschool education program emphasizing growth in language and literacy, math and science concepts, art, music, physical development and social concepts.

Our teachers invite you to come into the classroom and share in the fun. The preschool program encourages children and parents (CAP) to interact with each other at school. You can eat lunch with your child, read a book to his/her class, work with your child during centers or attend field trips. If your child or any other child struggles to adjust with parent visits, we ask that you limit classroom/school visits. This is to avoid hindering instruction.

Our program is designed to work in partnership with families to reach the educational needs of children. We value the family as the primary source of the child's growth and development.

NONDISCRIMINATION STATEMENT

Ben Hill Preschool of Fitzgerald, GA, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law.

SCHOOL YEAR

The preschool program will operate for same number of calendar school days allotted within the school system. We will follow the same Ben Hill County School System school calendar adopted by the local school board.

PRE-SCHOOL Calendar 2021-2022

Pre-Planning Days Teachers.....	July 22, 23, 27
PLC Training	July 26
First Day of School.....	July 28
PLC Training (student holiday).....	August 27
Labor Day	September 6
PLC Training (student holiday).....	September 24
Fall Break	October 11-15
PLC Training (student holiday).....	November 1
Thanksgiving	November 22-26
Parent Conferences.....	Nov. 29-Dec.10
Christmas Break.....	December 20-31
PLC Training (student holiday).....	January 3
MLK Holiday.....	January 17
PLC Training (student holiday).....	February 4
Winter Break.....	February 14-18
PLC Training (student holiday).....	March 14
Spring Break.....	March 28-April 1
Parent Conferences.....	May 2 – 13
Last Day of School.....	May 20
Post Planning.....	May 23, 24, 27
PLC Training.....	May 25 & 26

School Hours

School Day begins.....	7:55 A.M.
School Day ends.....	2:41 P.M.

ATTENDANCE

Children cannot benefit from the preschool program if he/she is not in the classroom.

Attendance is very important. This includes tardies (arriving late and leaving early)

Absence from school should be only for the most serious of reasons.

Legal absences are personal illness, serious illness of any immediate family member, death in the family and religious holidays. **A note/doctor excuse, stating the reason for absence, should be submitted to teacher upon returning to school.**

If your child will be out of school for an extended period, please, notify the Ben Hill County Preschool Office.

The policy of the Georgia Pre-Kindergarten Program states: Children, who do not attend class or are late for two consecutive weeks without a medical or reasonable explanation, will be removed from the roster.

Children who do not attend on a regular basis or are regularly late to any program will be referred to the Director/School Social Worker/designee. A meeting with the parent(s)/guardian(s) will be scheduled to determine the reasons for the problem and to identify ways to resolve the problem.

Inability to resolve the problem for PreK students will be referred (in writing) to the Georgia Pre-Kindergarten Program Consultant.

WITHDRAWAL

Should it become necessary for your child to be withdrawn from the preschool program during the school year, it is requested that you withdraw the student formally from the preschool. The preschool registrar will furnish you the appropriate forms and process withdrawal.

When a Pre-k or ELC student withdraws from their program, the vacated slot becomes available to the next eligible student on the waiting list. Should you wish to return your child to this program at a later date during the school year, it will become necessary to begin the application process anew. If a vacant Pre-k or ELC slot is not available, your child will be placed on the waiting list.

ARRIVAL

School begins at 7:55 a.m. Instructional time begins at 8:00 a.m. Students who arrive before 7:55 a.m. will report to a designated area. Preschool personnel will supervise with educational media until 7:45 A.M. each morning.

Students arriving by car should be dropped off and picked up on Suwanee Street. Arrival drop off begins at 7:00 and is one lane traffic. Adults do not need to exit the vehicle at drop off. Staff members are on duty to get students from the vehicles. Do not use the entrance on Altamaha Street at any time for student delivery or pickup.

Students arriving late (after 8:00) should be accompanied to the main office by an adult to sign the child in as tardy. **Please, do not drop students off without leaving them in the supervision of school personnel.**

DISMISSAL

Students will not go home any way, except that which is normal for them, unless parents send a note indicating otherwise.

Students who become ill at school are sent home as soon as the parent can be contacted. It is imperative that the school have the current telephone number on file where parent(s)/guardian(s) can be reached throughout the day.

Only parents or legal guardians may pick up students during the school day unless we have written permission from the parent. Persons picking up students must provide a legal ID. **If a child is leaving early or changing the way they normally go home, please contact the school before 2:00 pm to make the change.**

Please observe all traffic signs on campus. Dismissal traffic is two lanes. Parents must remain in their lane and are responsible to buckle students in the vehicle. Staff members are not allowed to place students in vehicles. Do not park in handicapped parking spaces, unless you have the motor vehicle certificate designating approval.

BUS TRANSPORTATION

Riding a school bus is a privilege extended to students and can be taken away anytime for disruptive or unsatisfactory conduct. All students being transported are under the authority of the bus driver and are to obey his/her request.

There must be an adult at your home or the designated place to meet the bus when your child returns in the afternoon. If there is not an adult at your home, the child will be returned to school and it will be your responsibility to arrange transportation to get him/her from the school office. After all available telephone numbers have been exhausted to reach someone to pick up your child and no communication with the office has been made before 3:00, a referral will be made to the Department of Family and Children Services.

At this time, ELC students will not be transported by bus. When ELC transportation is available, parents will be notified.

BUS CONDUCT

To provide safe and efficient transportation for the students of Ben Hill County is the goal of each person involved in the Ben Hill County School System. Bus drivers, teachers, administrators, and the Board of Education are concerned about every child in the Ben Hill County School System. It is because of this concern, that a progressive discipline has been adopted for the school bus.

Progressive discipline is a guide of discipline that allows steps of disciplinary action to be taken with increasing severity. This guide also provides for complete information about bus rules and the consequences of breaking those rules. Another reason for such a well-defined guide is the consistency with which each student receives bus discipline.

Parents may review the discipline steps and consequences at your child's school for details. Buses are equipped with video cameras. All discipline referrals may not constitute tapes to be reviewed. Unavailability of tapes is sometimes due to mechanical problems/malfunctions.

BUS RULES AND PUPIL RESPONSIBILITIES

1. The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and respectfully. The driver has the right to assign seats to students on the school bus when necessary.
2. Be on time; the driver cannot wait beyond his or her regular schedule for those who are tardy to bus stops.
3. Wait in an orderly line off the street or road. Any inappropriate conduct by students while waiting at a bus stop is covered under the same rules that apply to riding a school bus.
4. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum of 10 feet).
5. Do not run toward a school bus while it is in motion.
6. Ride only the bus assigned by school officials.
7. Do not try to get on or off the bus or move about within the bus while it is in motion. **ABSOLUTE SILENCE** is required at all railroad crossing. ***THIS IS A STATE LAW.** Suspension will be warranted.
8. Pupils must remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver.
9. ***STATE LAW PERMITS STUDENT CAPACITY 20% ABOVE SEATING ARRANGEMENT ON A SCHOOL BUS;** although the Ben Hill County School System is always working on alleviating this problem.
10. Behave on the bus as you are expected to behave in the classroom. Any acts of physical violence, bullying physical assault or battery of other persons on the bus, disrespectful conduct toward the school bus driver or other persons on the bus and other unruly behavior is prohibited. Physical violence is defined as intentionally making physical contact of an insulting or provoking nature with another or intentionally making physical contact that causes physical harm to another unless such physical contacts or harms were in self-defense.

11. Do not engage in any activity which might divert the driver's attention and cause an accident such as:
 - (a) Loud talking or laughing, or unnecessary confusion.
 - (b) Unnecessary conversation with the driver.
 - (c) Extending any part of the body out of the bus windows or doors.
12. The usage of mirrors, lasers, flash camera, or any other lights or reflective devices in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus is prohibited.
13. The usage of any electronic devices during the operation of a school bus that might interfere with the school bus communications equipment or the school bus driver's operation of the bus is prohibited.
14. Pupils are not to open or close bus doors at any time nor shall they regulate or operate any part of the bus.
15. Do not engage in any activity which might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
 - (a) Smoking, eating, possession or use of alcoholic beverages on the bus.
 - (b) Spitting or throwing anything in or from the bus.
 - (c) Possessing knives or sharp objects on the bus.
 - (d) Bringing animals, baseball bats, skateboards, or any other item deemed inappropriate by the Director of Transportation.
16. Pupils will not leave the bus on the way to school or home without permission of the driver. Driver will not give permission for changes in transportation except in case of personal emergency, or upon request of the principal or pupil's parents. A written request is required.
17. Pupils must be courteous to driver, to fellow students, and to passersby at all times.
18. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray it full cost.
19. All School Board Policies governing Student Discipline and Conduct will be observed. Check your student's handbook for details on all policies. Ben Hill County Board of Education policies are posted on the website.

NOTE: When a student is removed from a bus, they are not allowed to ride any Ben Hill County Board of Education bus. During any bus suspension, the parent/student is responsible for school attendance, unless he/she has been suspended from school.

SAFE PROCEDURES FOR SCHOOL BUS RIDERS AND SCHOOL BUS EVACUATION PROCEDURES

Parents should understand their responsibility in working with the bus driver and the school system personnel for the welfare and safety of their children. Emphasis should be placed on demonstrating a cooperative relationship with the bus driver through courteous communication and regularly reminding students to follow rules and procedures.

PARENTS OR GUARDIAN ROLE

Provide the driver with the appropriate phone numbers and emergency number(s). Provide the bus driver with pertinent written information regarding any special care the student may need while on the bus. Notify the school and the bus driver immediately if any telephone numbers have been changed or disconnected.

1. Ensure that the student meets acceptable hygiene standards before boarding the bus.
2. Have the child at the designated bus stop at the regularly scheduled time and provide the necessary supervision until the bus arrives.
3. Make sure you complete and return the Emergency Pupil Transportation Information Form back to the bus driver immediately for continued riding privileges. **Failure to return Pupil Information Form may result in transportation privileges being revoked.
4. Secure the child into any specialized carrying equipment before the child boarding the bus. Equipment must be in safe working order.
5. Meet the bus upon its return to the designated bus stop at the scheduled time.
6. Make a reasonable and timely effort to notify the bus driver prior to the beginning of the morning run if the child is unable to attend school.
7. Help keep the area to and from the loading area clear of obstacles and all necessary debris.
8. Help keep bus turnarounds and lanes clear of parked vehicles and garbage cans to provide easy access to bus stops.
9. Call the school in case of a serious emergency that might prevent the parent from meeting the child at the bus, and give the name of the person who will meet the child in place of the parent. The school will give this information to the driver. The name of the person should be on the emergency information form.
10. Provide transportation to and from school when bus suspension is warrant.
11. Cooperate with school and bus driver in teaching children safety precautions, good manners and habits for school bus passengers. Assist when there are disciplinary problems.
12. Be familiar with and follow local board and school level policies for school bus transportation.

RULES FOR SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus. Student misbehavior can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules as a minimum:

1. Cooperate with the driver (your safety depends on it).
2. Be on time. The bus will not wait.
3. The driver does not return to a bus stop if your child misses the bus. The driver is responsible for continuing the route so that other students arrive at school on time. Please transport your child to school as quickly as possible.
4. Cross the road cautiously when waiting for and leaving the bus.
5. Remember when you are getting on the bus, stay away from the danger zone and wait for the driver's signal. Board the bus one at a time.
6. Follow driver's instructions when waiting for and leaving the bus.

7. When getting off the bus, look before stepping down off the bus and be sure to look both ways of traffic for passing vehicles on the shoulder of the road.
8. Always cross within the danger zone in front of the bus. Wait for driver's signal.
9. Look left-right-left when coming to the edge of the bus to make sure traffic is stopped. Always continue to watch the traffic as you are crossing.
10. Remain quiet enough not to distract the driver.
11. Have written permission authorized by the Principal/School Official to get off at a stop other than your own.
12. Be courteous, be safety conscious, protect your riding privilege, enjoy the ride.
13. Remain seated at all times when the bus is in motion.
14. Do not extend arms, head or other objects out of windows and doors.
15. Do not throw objects in the bus or out of windows and doors.
16. Do not use the emergency door except for emergencies.
17. Do not eat or drink on the bus. No edible or drink items on bus unless it is secured in the student's **book bag only**.
18. Do not damage the bus in any way. Do not mark on, take apart, cut, tear, or abuse the bus interior or the seat covers. Help keep your bus clean.
19. Do not use or possess the following items on the bus: alcohol, illegal drugs, pets (cats, dogs, etc.), glass objects (except eyeglasses), weapons/weapon-like objects (including knives), cell phone/electronic devices and objects too large to be held in your lap or placed under your seat.
20. Do not use the following items on the bus: tobacco, matches, cigarette lighters, or obscene materials/clothing.
21. Keep the center aisle clear of feet, books, or objects that may obstruct the walkway.
22. Students will be permitted to carry only books and other small items related to school work which be held in the student's lap. This includes musical instruments.
23. Keep your hands, feet, and possessions to yourself.
24. Be quiet and well behaved.
25. If no one is at the afternoon address to receive your student, the bus driver will be instructed to keep the student on the bus and proceed on their route. The base school will be immediately notified of the problem. Every attempt will be made to contact the parents/guardians or emergency contact person to receive the student at the telephone numbers you have provided. Upon completion of the scheduled route the bus driver will return the student to the local school to await the parent/guardian pick up.
26. The Ben Hill County School System has a three tenth (3/10) of a mile walking distance for its students' pickup when necessary.

RESPECT, RESPONSIBLE AND READY

The **3 R's** are a focus of the Preschool. We encourage the students the importance of proper behavior and safety. The 3R's we would like for the parents to help us model are: **Responsible** by being prepared and returning required paper work. **Ready** by being at school on time and picked up on time; **Respectful** by acting and dressing appropriately.

DRESS CODE

STUDENTS: Students are expected to be neat and clean and dressed for comfort at school. The basic dress rules for preschool students are as follows:

- Students should be neat and clean both in dress and person.
- Clothing should be clean, comfortable, and appropriate for the weather.
- Shoes must be worn at all times. **Please avoid wearing flip flops for safety purposes.**
- Beads in hair are discouraged for 3-year old class, as this can be a safety hazard.

Children play outside daily if weather permits. Dress your child appropriately for the weather. Please try to understand that a child cannot stay clean and play outside, especially when the weather is dry and dusty.

Your child's name must be put in all sweaters, jackets, coats, gloves, hoods, or any garment that he/she might remove during the school day. The center cannot be responsible for lost clothing.

PARENTS: We stress to the students about dressing appropriately when coming to school. Please assist us by modeling appropriate dress while on our campus. **Please, no pajamas or see through garments.**

FEES

A fee of \$20.00 is charged for checks returned for insufficient funds. This is payable to the Preschool Center in addition to the amount of the check. Cash only will be accepted.

FIELD TRIPS

The preschool provides a well-rounded education for your child by conducting field trips to special areas within the boundaries of this county. You will be asked to sign a permission form before your child can attend any school field trip.

FIRE DRILLS

In case of a fire emergency, the fire alarm will sound. Teachers and students are drilled so that they know the proper evacuation procedure and route from their room to a safe area.

TORNADO DRILLS

In case of a tornado emergency, the alarm will sound. Teachers and students are drilled so that they know the proper evacuation route from their room.

INTRUDER DRILLS

In case of an intruder, special precaution will be taken. Teachers and students are drilled so that they know the proper procedure.

HEALTH POLICIES

Do not send your child to school with a contagious illness. This endangers the health of the other children. If your child contacts ringworm, impetigo, pinkeye, lice or scabies, etc., he/she may come back to school only if you have treated the condition and have a note from the health department or your child's doctor stating that the disease is no longer contagious.

LICE

Lice are parasites which live on a person's scalp. Anyone can get lice. If it is discovered that your child has head lice, you will be notified. It is the responsibility of parents to check their child's hair thoroughly and regularly for lice and shampoo with a prescription shampoo that kills the lice eggs. The child must receive clearance from the Health Department before returning to school.

Lice are spread from one person to another by touching, sharing hats, or hair brushes, or even if your hat is hanging beside a hat that contains lice.

To get rid of head lice;

- Use special shampoos to kill the lice.
- Use a special comb to remove the nits (eggs).
- Vacuum rugs and carpets.
- Wash all bed linens and clothing thoroughly.
- Place all stuffed animals in a trash bag, tied, for several days.

*Call the Health Department for more information about Head Lice

SCABIES

Scabies is a form of body lice which is contagious. Medical attention should be sought immediately if your child has this problem, the child must receive clearance from the Health Department before returning to school.

PINK EYE

Pink eye is a viral or bacterial infection of the eye.

*The eye may be red, sensitive to light, may itch, and may have thick drainage which becomes "crust-like"

*Pink eye is very contagious! Do not send your child to school if he/she has pink eye.

*Ask your doctor about treatment.

CHICKEN POX

Chicken pox is very contagious

- Children can spread the disease the day before the spots appear and until all the spots have become dry.
- If your child scratches the spots it can cause a scar or infection. Cut his/her fingernails very short to stop the scratching.
- Oatmeal baths, such as Aveno, may help the itching
- Ask your doctor about giving Tylenol for fever and Benadryl for the itching.

- Do not send your child to school until the spots become dry. This usually takes about one week.

RINGWORM

Ringworm looks like a red ring on the skin. It may itch/hurt.

- Ringworm is usually caused by a fungus.
- Ringworm is very contagious. Do not send your child to school until the redness disappears.

NOTE:

Children are allowed to return to school before ringworm is completely healed if the ringworm is covered by a band-aid while the child is at school.

MEDICATION

Due to no certified nurse on staff, medication will not be administered at the school unless child has a life-threatening illness and medication must be provided in the event of an emergency. This policy is designed to protect the child and our employees. If medication can be given at home or after school, please do so.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons are also authorized to administer levalbuterol sulfate, if available to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

NOTE FOR LIFE THREATENING MEDICATIONS:

- You must complete a Medication Permission Form before medication will be administered. These forms are kept at your child's school
- Prescription medication must be in the original container. Ask your pharmacist for a separate labeled bottle for school.
- Parent/Guardian must provide specific instructions (including drugs and related equipment) to the principal or his/her designee.
- It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data.
- All medication will be taken directly to the office of the principal or school nurse by the parent/guardian.
- An emergency or daily record shall be kept on each medication administered. This record will include student's name, date, medication administered, time, and signature of school personnel who supervised said medication administration.
- The school will not be responsible for any medication(s) brought or lost by the student on the way to school or at school prior to turning the medication(s) over to the administration.
- If the medication after being given to the school for safe keeping becomes missing, then the school will make accommodations with parent(s) regarding the situation.

I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans, and immunization records, etc.

SCHOOL-CLASSROOM DISCIPLINE

Students cannot learn if there is no discipline. We believe that no child should keep another child from learning. For this reason, we believe that firm and consistent discipline leads to a better way of life in school. Discipline develops character, self-control, and orderliness in our students.

We are concerned about our students and want each one to become the best person they can be. We encourage and want you to encourage your child to be cooperative in all areas of school so that he/she and other members of the class will have the opportunity to learn in a pleasant environment. We need your support to help build this very important part of your child's character. You will be notified by your child's teacher or the principal, should your child's behavior become disruptive during the day.

CHILD ABUSE AND NEGLECT

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Ben Hill County, Georgia.

Under no circumstance shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report. Policy JGI

WEAPONS POLICY

It is the policy of the Ben Hill County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Policy JCDAE

BULLYING

The Ben Hill Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Policy JCDAE

PRESCHOOL RULES

The preschool has three main rules for student to abide by:

1. I must do what the teachers ask.
2. I must keep hands and feet to myself.
3. I must play nicely with the boys and girls.

Students are taught to work through their problems by identifying the reason for disagreement and given an opportunity to conference and solve their problems through various conflict resolution strategies.

PHOTOGRAPHY/VIDEO

At various times, photograph and/or videotaping in connection with daily school activities may take place for the purpose of news releases, reporting, and assessing the progress of children and the program. The photography may be taken by certain agencies or entities contracted by Ben Hill County School System which shall include, but not be limited to, the Georgia Department of Education, and colleges/universities, to record the participation and appearance of my children. Ben Hill County School System and its contractors are authorized to exhibit or distribute such photograph(s) and/or videotape in whole or in part without restrictions or limitations for any educational or promotional purpose that deem appropriate. Such photograph(s) and/or videotape may, for example, appear in printed or visual materials for Ben Hill County Schools and/or on Ben Hill County Schools webpage(s).

INSURANCE

School insurance is available to all students. A packet will be provided for each child during the first week of school. The purchase of insurance is optional. Please read the policy carefully.

NAP TIME

Each child in the remaining full day for ELC/PI/PreK programs will be provided a nap time. This is a quiet time for students on a mat (1-inch-size for PreK and 2-inch-size for ELC) provided by the school. Each child will be asked to bring their blanket or large beach towel for nap. Children will be spaced around the classroom for nap where teacher and teacher assistant can monitor children. Blankets or towels will go home each Friday for cleaning.

LUNCHROOM POLICIES

Breakfast and lunch are served daily in the cafeteria. The menus are planned by our school nutritionist. The menus are planned so food from the four basic food groups is included in your child's breakfast and lunch. If your child is allergic to certain foods including milk, a note from the child's doctor must be sent to the school to be kept on file. We do not provide glasses for children to drink water or other beverages. If you send something to school for your child to drink, it must be in a non-breakable thermos. **No glass or can containers.** The school will provide juice or other foods for your child if the doctor specifies an allergy.

Breakfast and Lunch are provided **"FREE OF CHARGE" for all students.** Our school system is participating in the CEP (Community Eligibility Provision) Program, which offers free meals to all students. All students will be provided a tray for lunch, even if a lunch is brought from home, as each child has to be offered a balance meal daily. Please encourage your child to eat meals in the Cafeteria daily.

Parents are welcome to eat lunch with their child only, pending COVID guidelines. Please let your child's teacher know, in advance, when you plan to eat lunch with your child. Adult lunches are \$4.00. You may pay for the lunch at the end of the serving line in the cafeteria.

Students sit with designated staff members during breakfast and lunch. Mealtime is a vital part of the educational program; it should be a pleasant experience that reinforces manners and nutritional concepts. Breakfast and lunch are available to every child at Ben Hill Preschool.

Visitors are not allowed to bring any outside food to students in the cafeteria during lunch hours.

All food and beverages served and/or sold on campus during the school day shall be consistent with the current USDA Dietary Guidelines for Americans.

REFERENCE: Policy EEE

VISITORS

For the safety of our students, the Pre-School doors are locked at all times. Please enter building through the front on Suwanee Street. Use the doorbell out front if main doors are locked. All visitors and parent(s)/guardian(s) are welcome and encouraged to visit the school, pending COVID guidelines. Visitors must report to the school office upon their arrival for a visitor sticker. No adults will be allowed to visit classrooms without a visitor pass.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- (a) Student's name
- (b) Student's participation in official school clubs and sports;
- (c) Weight and height of student if he/she is a member of an athletic team;
- (d) Dates of attendance at schools within the school district;
- (e) Honors and awards received during the time enrolled in the district's schools;
- (f) Video, audio or film images or recordings of athletic or school sponsored events, such as awards program;
- (g) Photographs of athletic or school sponsored events, such as awards programs; and
- (h) Grade level.

Student records shall be provided to schools within or outside the school district upon request of the school where a student is enrolling in accordance with Georgia Board of Education Rule 160-5-1-.14, Transfer of Student Records.

Procedures for obtaining student records and other student records information may be found online under Policy JR.

OCR-504

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Revised February 2020 (jtb/twm)

**2021-2022
Signature Form**

Dear Parents,

Our staff is confident that with your support our students will enjoy a learning environment where increased academic achievement can take place. When you review and reinforce these concepts at home, you are doing your part to increase your child's overall success.

By signing this form, we, the parents/guardians of _____ (child's name) acknowledge that our family has read and understand the **Preschool Handbook (with a specific understanding of the following):**

- Read and understand the **School-Classroom Discipline** policy for Ben Hill PreSchool and **preschool rules**.
- Read and understand the **Photograph/Video Agreement**
- Read and agree to encourage our child to abide by the rules and regulations of the **Computer and Internet Appropriate Use Policy**. We understand the consequences for violating the rules of this policy.
- Read and understood the **Attendance Policy and its protocols**.
- Read the section in the handbook on **Directory Information - Student Record Privacy Act (FERPA)**.
- Read and understand the **field trip** process/procedures.

PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR CHILD'S TEACHER.

We have read and understand our child's 2021-2022 Student Handbook and information given.

Student Name (please print)

Grade

Student Signature

Date

Parent/Guardian Signature

Date